



## **WATER UTILITIES SUPERVISOR (SBP)**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To supervise and coordinate the installation, maintenance, and repair of the City's water distribution and wastewater collection systems, and to manage and provide oversight to the administration of related contracts. Perform a variety of technical tasks related to assigned area of responsibility.

### **Supervision Received and Exercised:**

Receives general supervision from the Water Utilities Operations Manager or from other management staff.

Exercises direct supervision over assigned staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Plan, organize, and supervise work crews in the installation, maintenance and repair of water mains, water valves, fire hydrants, water lines, meter vaults and boxes;
- Plan, organize, and supervise work crews in the operations, maintenance, and repair of collection system pipelines, closed circuit television sewer line inspection, reclaimed lines, lift stations, siphon and diversion structures, meter stations, and odor and corrosion control facilities;
- Provide pro-active performance planning through e-Performance; utilize ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;

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### Water Utilities Supervisor - SBP (continued)

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Follow skill based pay program guidelines and educate employees of the program and expectations;
- Serve as a subject matter expert (SME) per the Multi-Skilled Workforce Program and specifically for skill block training, evaluation and administration of the program; assist in on-the-job training for employees pursuing skill blocks and evaluate as appropriate;
- Assist with work section budget; monitor, review, approve and control expenditures;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Ensure safety regulations and safe work practices are observed at job sites including traffic/barricade compliance, proper trenching and shoring procedures, and competent person and confined space entry procedures;
- Assist and coordinate staff training programs and compliance with existing training and/or certification requirements;
- Ensure the proper tools, supplies, training, and other resources are available to aid in efficient crew deployment;
- Conduct preventive maintenance planning using generally accepted industry asset management standards;
- Respond to requests and inquiries from the general public and other city departments; investigate complaints and recommend corrective action as necessary for resolution;
- Use Computer Maintenance Management System (CMMS) and other software programs to monitor and manage assets, data, and work activities for area of responsibility;
- Evaluate operations and activities in assigned areas of responsibility; perform analysis of methods and procedures and recommend improvements and modifications;
- Interpret, explain, and enforce federal, state, county, and city laws, rules and regulations on issues concerning OSHA, EPA, and ADEQ to maintain compliance;

*Effective February 2002*

*Written March 2003*

*Revised October 2006 (duties)*

*Revised Dec 2010 (title change; report to Water Distribution & Collection Mgr)*

*Revised March 2015 (title Change; revised job duties and MQ's )*

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### Water Utilities Supervisor - SBP (continued)

- Inspect and approve or recommend disapproval of water taps, sewer taps, or water service installations by contractors or inspect any other type of water or sewer appurtenances installed by contractors as requested;
- Demonstrate superior seamless customer service by coordinating workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Join and participate in local and national industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;
- Produce written documents that meet management expectations regarding content and formatting;
- Represent utility services section to outside groups, other city divisions, customers and business partners;
- Serve on rotating list for Supervisor Standby duties;
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Three years of increasingly responsible experience in the installation, maintenance and/or repair of water and/or wastewater systems for a utility. One year of lead or supervisory responsibility is preferred.

#### **Education:**

Requires the equivalent to an Associate's Degree from an accredited college or university or a degree related to the core functions of this position.

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### Water Utilities Supervisor - SBP (continued)

#### **Licenses/Certifications:**

Possession of a valid Class A Commercial Arizona driver's license with a tanker endorsement.

Possession of a Grade III Water Distribution Operator Certificate and Grade III Wastewater Collection System Operator Certificate issued by the State of Arizona.

Must obtain a Grade IV Water Distribution Operator Certificate and Grade IV Wastewater Collection System Operator Certificate issued by the State of Arizona within 12 months of hire or promotion date.

#### **Examples of Physical and/or Mental Activities:**

- Lift heavy objects up to 50 pounds
- Operate city vehicles and equipment such as full size pick-up trucks, backhoes, dump trucks, and tanker trucks
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.)
- Climb stairways, ladders, and work on subterranean or elevated structures
- Traverse uneven surfaces
- Other physical labor essential to the classification
- Operate computers, calculators and other office machines
- Work out-of-doors in inclement weather
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- May require working extended hours

#### **Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 229**

**Status: Non-Exempt / Classified**